

MISSIONARIES OF PERPETUAL ADORATION

POST OFFICE BOX 4183
LOS ANGELES, CA 90051

January 14, 1979

Rev. Fr. Charles Carpenter
Apartado 44
Alamos, Sonora
Mexico

Dear Fr. Carpenter,

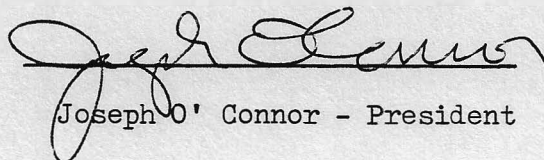
We wish to present to you Mr. Alessandro Manahan who is visiting your monastery in Mexico on behalf of the Board of Directors. The main purpose for his visit would be to set up an accounting procedure that will simplify and coordinate our financial records in accordance with accepted accounting principles.

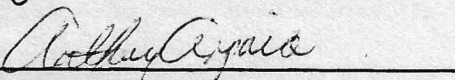
Fr. Aloysius asked Mr. Manahan if he would assist the Board of Directors as their accountant. Alex is qualified and highly recommended by Fr. Aloysius and has the complete confidence of the Board of Directors. At present, he is an Accounting Manager for Video Tape Enterprises Inc. Alex has an accounting degree from the Philippine School of Business Administration in Manila and is currently enrolled at the California College of Management.

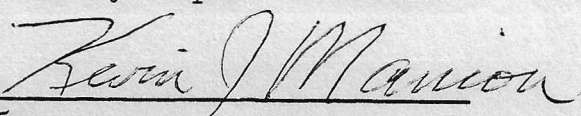
Please extend to Alex every courtesy that you would do to any of the Board of Directors. We are sure that you will be delighted to meet him.

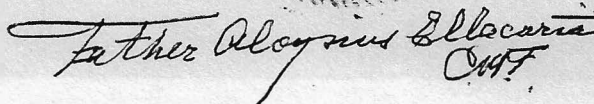
Alex has the full authority of the Directors in matters concerning finances of the MAP.

Respectfully submitted in
the Hearts of Jesus and Mary


Joseph O' Connor - President


Anthony Arpaia - Treasurer


Kevin Manion - Secretary


Father Aloysius Elbecaria



MANAHAN_1001

SPECIAL REPORT TO THE BOARD OF DIRECTORS OF THE MISSIONARIES
OF PERPETUAL ADORATION INC. AND ITS FOUNDER, REV. FR. ALOYSIUS C.F.

Re: Accounting Systems and Procedures of MAP Monastery
in Alamos, Mexico

Date of Special Audit: March 24, 1979

Problems and Observations :

1. Cash support arrives late consequently exhausting reserve and become indebted to suppliers
2. Internal control is weak
3. Cumbersome method of record keeping
4. poor audit trail
5. improper classification of accounts

Proposed Solutions

1. Usage of imprest system
2. Adopt the usage of Special Journals
3. Introduce vouchers to support all disbursements to strengthen internal control and will be used as a vehicle to replenish operating funds as well as informing Board of Directors as to the nature of expenses incurred
4. Increase buffer from \$500 to \$750 providing a \$1,750 operating fund for the month
5. As vouchers are sent to the United States for replenishment USA Accountant can assist Mexico Monastery's bookkeeper in the preparation of their financial statement.
6. Setting up a savings account for money received locally in peso. Money in this account may be used to replenish vouchers sent to USA. In cases where the monastery cannot handle mass requests with Stipends, such requests could be given to other priest in the Archdiocese and money can be withdrawn from the Savings account to be given to the needy priest who accepts to fulfill the mass request.

The Monastery uses a general journal to record transactions. This method is time consuming and cumbersome because postings to the individual ledger accounts are required for each transaction. I suggested to Bro. David Sereno to use special journals and showed him the mechanics. He was impressed with the method because it is more systematic, easier to handle and presents clear audit trail. Usage of special journals was recommended for Cash Receipts and Cash Disbursements. Samples for

each type of journal are enclosed.

Cash Disbursement Journal-

Before this recommendation was made, the monastery was using the check stub for keeping track of the expenses. There are many set backs for this method and are as follows:

- 1) If checkbook is lost, records on the check stubs are likewise lost.
- 2) Total expense summary for a particular account is not readily available.
- 3) Weak internal control
- 4) Retrieval of any information regarding transactions is less prompt.
- 5) Leads to a more complicated method of bookkeeping because individual transactions are posted to the general journal and each general journal transactions are again posted to the general ledger

Benefits derived from the use of a Special Journal

- 1) simplified bookkeeping because only a summary posting is done at the end of the monthly cycle to the general ledger
- 2) All information are available at a glance
- 3) Greater internal control especially with the added feature of a voucher system

Cash Receipts Journal

Recording of receipts prior to the adoption of the special journal was cumbersome. The usage of the special journal simplified and made clearer all transactions at a glance. Three different journals for cash receipts are to be maintained:

- 1) For support money received from the Board of Directors
- 2) Donations and Mass Stipends from the United States
- 3) For donations received from local sources

A problem was presented to me by Fr. Carpenter regarding Mass requests from Los Angeles. There are times that he cannot cope up with the requests because of numerous prior requests and requests are usually to be fulfilled right away. There are two alternatives to choose. One is to send the request back to the USA donor together with the check explaining to the donor of the inability to fulfill the request. Another alternative would be to give the Mass request and stipend to another priest who may be needy. In the later case, Fr. Carpenter suggested to give the check and mass request to another priest. This procedure of having the check deposited in Mexico would not inure to the benefit of the LA donor if he choose to derive a tax benefit. Realizing the predicament, I suggested that the check and request be acknowledge, deposit the check in LA and inform the donor how thankful MAP is and that another priest in need is going to say the mass and will be sharing with their donation. MAP in Mexico then should set up a savings account where they can withdraw a peso equivalent to be given to the priest in the diocese that will say the Mass.

*never use.
Law.*

Cash Handling System

I recommended the Imprest system in their handling of cash. This is to be implemented both in operating funds and in the ordinary usage in the monastery in the petty cash fund. Bro. David was impressed with the system because according to him this will enable him to control and account for cash easier. Immediate cash payments and payments that are too small to be made by check may be made from a petty cash fund. Under the Imprest system, the petty cash fund is created by drawing a check to Petty Cash for the amount of the fund. The cash is turned over to Bro. David who is to be solely responsible for payments made out of the fund. Bro. David requires a signed petty cash slip for all payments made. Whenever the amount of check in the fund runs low and also at the end of each monthly period, the fund is replenished by writing a check equal to the payments that have been made. The request for cash to replenish the fund is supported by a summary and analysis of the signed receipts that were required at the time of payment from the funds. This analysis is the basis for charges that are recognized on the books when the replenishing check is issued. The signed petty cash slips, together with appropriate supporting documents are filed as evidence supporting petty cash disbursements. Bro. David is held accountable of the fund in his care. He must have at all times cash and signed petty cash slips equal in amount to the original balance of fund.

Kevin Manion

April 7, 1979

Missionaries of Perpetual Adoration
10123 Riverside Dr.
North Hollywood, California 91602

Dear Board of Directors: *Kevin*

As was suggested many times in the past the idea of sending each of you a copy of what another had received from us so as that all of you could be up-to-date on news from us and nobody lacking communication, so this letter, enclosing the donations made to us from the U. S. in the month of March 1979, represents an effort to put this suggestion into effect. Thus, as Tony Arpaia will be receiving this letter and the list enclosing the checks received in March at the above address, so will Joseph O'Connor and Kevin Manion be receiving a copy of this letter and the enclosed list. I hope that this will be satisfactory for all of you and serve to unite you better among one another and with us here in Alamos in the work we are trying to realize for Our Lord and the Blessed Mother.

As perhaps all of you know by now, the accountant Alex Manahan visited us here in Alamos during March for a weekend. His visit turned out to be most profitable for us. I have understood the system that he presented to us and have put it into effect this month of April 1979. This resulted in opening an account of "ahorros" (Saving Account) in the local bank. We were successful in opening the account on April 4th in pesos. The account will be the pool for all revenue we receive locally in Mexico. The present checking account we have will serve as our disbursements account. Your support checks will be deposited in the checking account in their pesos converted form. I will be sending periodically to Alex Manahan vouchers in request for support checks; from these he will prepare for you financial statements.

Please have a little patience about receiving the financial Report for March 1979. I will try to get it out to all of you and in a form that will be understandable and complete in a few days.

We always remember you in our daily prayers. Please keep us in yours. Thank you all for your cooperation and work for us. May God bless each of you.

In the Most Blessed Sacrament and the Immaculate Heart of Mary,

Br. David Sereno, M.A.P.

Br. David Sereno, M.A.P.

T. C. P., M.A.P.

Missionaries of Perpetual Education
Revenue & Expense
Year Ending December 1979

	1	2	3	4	5
1	<i>Revenue</i>				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
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27					
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30					
31					
32					
33					
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35					
36					
37					
38					
39					
40					

Interest Income
Gifts and Legacies

6121 12

153941 93

6096305

Expense

Missionary Support
Home Support

1866327

40500

Travel

75804

Repairs and MTC of Vehicles

47829

Legal

180000

Misc.

63961

2074421

3731884

Divisionaries of Perpetual Admiration Balance Sheet As of December 1979

	1	2	3	4	5
Assets:					
Current Assets:					
Cash (Savings)			7684920		
Cash (Checking)			821649		
Investment (Securities)			<u>2922808</u>		
Total Current Assets					<u>11429377</u>
Fixed Assets					
Paintings and Frames			196000		
Land and Building			6500000		
Vehicles			<u>665000</u>		
Total Fixed Assets					<u>7361000</u>
Total Assets					<u><u>18790377</u></u>
Liabilities:					
Mortgage Payable			2500000		
Notes Payable (Daughter of St. Anthony)			<u>1000000</u>		
Total Liabilities					<u>3500000</u>
Fund Equity					
Beginning Balance			11558493		
Excess of Revenue over Expense 1979			<u>3731884</u>		
Total Fund Equity					<u><u>15290377</u></u>
Total Liabilities and Retained Earnings					<u><u>18790377</u></u>

Missionaries of Perpetual Adoration

Cash Receipts & Deposits

1979

	1	2	3	4	5
	Date of deposit	Amount			
1	Jan. 4	20.00	Recs.	7	31571
2	Jan. 12	260.00		13	300000
3	Jan. 19	28.04		16	32200
4	Jan. 19	1545.00		18	59967
5					
6	Feb. 15	1140.00			
7	15	120.00			
8					
9	Mar. 16	820.00			
10	8	943.65			
11	26	20.00			
12	8	108.86			
13					
14	April 4	1000.00			
15	16	1866.00			
16					
17	May 2	20.00			
18	2	241.00			
19	17	20.00			
20	22	100.00			
21	22	381.00			
22					
23	June 15	25.00	Total Summary:		
24	18	485.00	January	185304	
25	27	738.50	February	1260.00	
26			March	1892.51	
27	July	2600.00	April	2866.00	
28			May	2931.00	
29	August 22	367.00	June	1248.50	
30		40.00	July	2600.00	
31	20	940.00	August	1347.00	
32			September	1377.00	
33	Sept 26	354.00	October	3000.00	
34		1023.00	November	6179.50	
35	Oct. 22	2500.00	December	31237.38	
36		500.00			
37					\$ 57791.93
38	Nov. 17	110.00			
39	15	218.50	Gifts and Stipend	53941.93	
40	21	3736.00	Transfers	3600.00	
	27	148.50	NSF	2500.00	

MANAHAN_1008

ACCOUNTING & VOCATION TRIP SUMMARY

MARCH 31, 1980

1) ACCOUNTS: PETTY CASH FUND IS 5000.00 PESOS. WHAT IS THE RATIONALE FOR THIS HIGH AN AMOUNT? THIS SHOULD BE REDUCED. BROTHER DAVID'S REPLY: WHAT HAPPENS WHEN THE BROTHERS WANT TO GO TO PLACES LIKE GUADALAJARA OR LOS ANGELES? BUT THESE ARE EXTRAORDINARY EXPENSES. AND AS SUCH, THERE IS ENOUGH TIME TO GO TO THE BANK AND PLAN FOR THIS.

2) ACCOUNTS: FOUR BROTHERS HAVE SIGNING AUTHORITY ONE OF ANY FOUR: BRO BILL, FR. CARPENTER, BRO DAVID, BRO GREGORY.

3) ACCOUNTS: STANDARD OPERATING PROCEDURE NEVER WRITTEN UP. THIS IS NEEDED.

4) ACCOUNTS: BOOKKEEPING SHOULD NOT BE PROCRASTINATED. BOOKKEEPING ENTRIES SHOULD BE RECORDED AS ENTRIES OCCUR. NOT LEFT TO ACCUMULATE, NOR LEFT FOR LATER.

5) ACCOUNTS: MINGLING OF FUNDS RECEIVED FROM VARIOUS SOURCES IN MEXICO. PRESENTLY BROTHERS ARE TAKING PESO RECEIPTS: "MANGO MONEY", PESO DONATIONS, ETC. AND ADDING THESE TO THE PETTY CASH FUND. THIS IS IMPROPER. ALSO EXCESS MONEY RETURNED FROM EXTRAORDINARY EXPENDITURES AFTER A TRIP SHOULD NOT BE RETURNED TO THE PETTY CASH FUND.

ACCOUNTING & VOCATION TRIP SUMMARY

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6) ACCOUNTS: NEW BROTHERS ENTERING SHOULD TURN OVER MONEY THEY HAVE WITH THEM TO THE ECONOMO, WHO SHOULD ISSUE THEM A RECEIPT.

7) VOCATIONS: NEW VOCATIONS SHOULD HAVE A LIST OF ITEMS TO BRING WITH THEM, EG. SLEEPING BAG, HAVE PROPER DENTAL WORK, EYE GLASSES, PROPER CLOTHING, ETC.

8) ACCOUNTS: MONEY RECEIVED IN PESOS IS LEFT LYING AROUND. IT SHOULD BE DEPOSITED REGULARLY ON A TIMELY BASIS.

9) ACCOUNTS: BROTHERS PRESENTLY USING BATTERY CALCULATORS. ALEX RECOMMENDS AT ONCE AN ELECTRONIC TAPE CALCULATOR. USE OF POCKET CALCULATOR HAMPERS PROGRESS OF WORK.

10) REQUEST: DAVID REQUESTED FILING CABINETS. COULDN'T THESE BE OBTAINED IN MEXICO?

11) HIRED HELP: ALEX NOTICED THAT 2 OF THE HIRED WORKERS WERE SITTING DOWN. WHEN THEY SAW ALEX, THEY STOOD UP, AS THOUGH THEY HAD BEEN LOAFING AND THEY DIDN'T WANT ALEX TO SEE THEM LOAFING. THIS WAS ALEX' IMPRESSION, HE DOESN'T KNOW THIS FOR A FACT. THERE WERE NO BROTHERS APPARENTLY MONITORING THE WORK OF THESE EXTRA HIRED HANDS.

ACCOUNTING & VOCATION TRIP SUMMARY

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12) WORK: BRO ISMAEL USES A SMALL BROOM AND SWEEPS THE SAME AREA ON THE MONASTERY GROUNDS WHICH DOES NOT APPEAR DIRTY. HE IS KEEPING OCCUPIED, HOWEVER IF ISMAEL HAS THAT MUCH TIME ON HIS HANDS WHAT IS THE RATIONALE FOR KEEPING RAMON, THE GARDENER?

13) HIRED HELP: BRO DAVID ESTIMATES THAT THE COST OF RAMON IS THE EQUIVELENT TO THE EXPENSES OF 2 BROTHERS FOR A MONTH. TWO NEW BROTHERS HAVE JUST ARRIVED. THEY DO APPROXIMATELY 3 HOURS WORK DAILY. THIS SHOULD COMPENSATE FOR RAMON THE GARDENER.

14) HIRED HELP: IF RAMON IS A GOOD WORKER HE WILL BE HIRED BY OTHER PEOPLE. IF HE IS NOT GOOD, WHY IS HE ON OUR PAYROLL? RAMON IS ABOUT 60 YEARS OLD. FR. CARPENTER STATES THAT RAMON IS HONEST.

15) HIRED HELP: FR. CARPENTER SUGGESTS GIVING RAMON NOTICE UNTIL HE FINDS A NEW JOB.

16) ACCOUNTS: MONTHLY EXPENSES OF \$ 2000.00 FOR 10 BROTHERS. WITHIN A YEAR THE BROTHERS HAVE SPENT \$ 24,000.00. IN 10 YEARS THE BROTHERS HAVE SPENT \$ 240,000.00. THAT'S A QUARTER OF A MILLION DOLLARS --

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ASSUMING NO INCREASE IN VOCATIONS AND NO INFLATION. NOW THE COMMUNITY HAS 12 MEMBERS AND FR. ALOYSIUS IS PRAYING THAT BY NEXT YEAR THERE BE 30 MEMBERS. THIS BUDGET DOES NOT INCLUDE THE COST OF STUDIES IN GUADALAJARA, THE COST OF FOOD OR ROOM AND BOARD.

17) COMMENT: BRO GREG COMMENTED THAT HE FELT NOSTALGIA FOR THE US HYMNS. THE MEXICAN HYMNS ALL SOUND THE SAME. THEY ARE CHARISMATIC IN NATURE, ALL LIVELY. BRO. GREG WOULD LIKE THESE AMERICAN HYMNS TO BE TRANSLATED INTO SPANISH.

18) COMMENT: CHECK WITH BRO BILL ON THE HISTORY OF ALAMOS. IT IS RECOUNTED THAT SOME INDIANS SAW THE BLESSED MOTHER WITH THE CHILD JESUS APPEARING ABOVE A CAUCTUS IN A PLACE CALLED ANAWANDA -- ABOUT 5 MINUTES AWAY FROM ALAMOS. THE INDIANS WANTED TO TAKE THE BLESSED MOTHER DOWN. SINCE IT WAS A HIGH CAUCTUS (LIKE THE TACO BELL TYPE) THE INDIANS STARTED TAKING ROCKS TO BUILD A MOUND SO THEY COULD REMOVE THE MOTHER AND CHILD. WHILE BUILDING THE MOUND THEY TURNED OVER ONE OF THE ROCKS TO THEIR SURPRISE TO FIND SILVER. THIS IS HOW TRADITION CLAIMS SILVER WAS FOUND IN THE AREA. IN FACT THE FIRST SILVER MINES WERE UNCOVERED IN ANAWANDA.

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AFTER THE SURPRISE OF FINDING SILVER THE INDIANS NOTICED THAT THE MOTHER AND CHILD HAD DISAPPEARED. TO COMMEMORATE THIS APPEARANCE THE INDIANS BUILT A SHRINE AND EVEN TO THIS DAY THERE IS AN ANNUAL CELEBRATION IN HONOR OF THIS APPARITION OF THE MOTHER. FOR THE INDIANS THIS IS THE PLACE FOR THE FIRST DISCOVERY OF SILVER IN THE AREA.

19) COMMENT: SOME OF THE FIRST SETTLERS OF LOS ANGELES CAME FROM ALAMOS INCLUDING: LOS FELIZ, FIGUEROA AND OTHERS.

20) COMMENT: LEFT VOLUME #7 OF CANON LAW DIGEST WITH FR. CHARLES. HE WILL ORDER OTHER VOLUMES FROM ALAMOS.

21) HEALTH: BRO GREGORY MENTIONED HE HAS NEVER BEEN AS SICK IN HIS LIFE NOW THAT HE HAS COME TO ALAMOS. THE OTHER AMERICAN BROTHERS SAY THE SAME THING. BRO DON COMPLAINED OF A WEEKLY STOMACH DISORDER, IRREGULARITY, ETC. HE HAS HAD INTESTINAL PROBLEMS SINCE HE CAME TO MEXICO.

22) HEALTH: POOL FILTER MAN IN CIUDAD OBREGON RECOMMENDED WE PURCHASE A FILTER SYSTEM BECAUSE OF THE EXTREMELY HIGH MINERAL CONTENT IN ALAMOS AND NAVAJOA. THE WATER IS HIGH IN BOTH MAGNESIUM AND CALCIUM. EVENTUALLY OUR HOT WATER HEATER AND PIPES WILL BECOME CORRODED WITH

ACCOUNTING & VOCATION TRIP SUMMARY

MARCH 31, 1988

MINERAL DEPOSITS. LOS ANGELES WATER DEPARTMENT WARNED ABOUT HIGH MAGNESIUM CONTENT IN MEXICO WHICH CAUSES HEALTH PROBLEMS FOR AMERICANS. THE WATER TREATMENT DIVISION MANAGER RECOMMENDED THAT CHEMICAL ANALYSIS OF MINERAL CONTENT OF WATER BE DONE IF HEALTH PROBLEMS CONTINUE.

23) HEALTH: FILTER ON EACH OF THE FAUCETS OR FILTERING SYSTEM INSTALLED BEFORE WATER ENTERS HOUSE MAY BE THE SOLUTION.

24) HEALTH: BRO SANTIAGO HAD A BAD HEADACHE THE 2ND DAY IN ALAMOS, POSSIBLY BECAUSE HE WAS OVERLY TIRED. HE DID RECOVER WITHIN A DAY.

25) COMMENT: THIS MORNING I WOKE UP AT 4:00 A.M. TO GET AN EARLY START FOR THE DRIVE BACK TO LOS ANGELES. I TRIED TO AWAKEN ALEX WHOSE DOOR WAS LOCKED. I KEPT KNOCKING AT HIS DOOR SAYING, "DEO GRATIAS ET MARIAE." SUDDENLY A LIGHT WENT ON TWO DOORS DOWN FROM THE BISHOPS ROOM WHERE ALEX SLEPT AND A BROTHER POKED HIS HEAD OUT WITH AN ALARM CLOCK IN HIS HAND. IT WAS BRO JOHN WHO WAS UPSET BECAUSE I WAS WAKING THE BROTHERS UP TWO HOURS EARLY SINCE IT WAS A SUNDAY. I TOLD BROTHER JOHN THAT ALEX WOULD NOT GET UP AND

ACCOUNTING & VOCATION TRIP SUMMARY

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HIS DOOR WAS LOCKED, SO BROTHER JOHN OFFERED TO HELP. HE KNOCKED ON THE DOOR SO LOUDLY ALMOST SHOUTING "DEO GRATIAS ET MARIAE" THAT HE PROBABLY AWAKENED EVERY BROTHER IN THE WING. ALEX STILL DID NOT AWAKEN FOR ANOTHER MINUTE OR SO, AND WHEN HE DID HE THOUGHT HE WAS HAVING A NIGHTMARE. BRO BILL HEARING ALL THE COMMOTION TURNED ON HIS LIGHT AND WALKED OUTSIDE TO SEE WHAT WAS GOING ON. SINCE THE GATE TO THE MONASTERY WAS LOCKED I TOLD BRO BILL WE NEEDED THE KEY TO LET US OUT. AFTER OPENING THE GATE, AND WHILE ALEX WAS STILL GETTING UP, BROTHER BILL OFFERED TO MAKE US SOME BREAKFAST. THIS WAS AT 4:30 A.M. IN THE MORNING. WE DECLINED HIS OFFER, BUT HE DID MAKE US SOME SNAKS, TAMALES, FRUIT, AND WATER FOR OUR JOURNEY.

26) COMMENT: LAST NIGHT WE WERE UP UNTIL 12:00 MIDNIGHT WORKING ON THE BOOKS. BRO GREGORY KEPT SHAKING HIS HEAD SAYING THAT EVERY TIME HE LOOKED FOR SOME DOCUMENT HE COULDN'T FIND IT. IT WAS LIKE THE DEVIL WAS PLAYING TRICKS ON HIM WITH THINGS THAT HE HAD JUST A SHORT TIME EARLIER.

27) ACCOUNTS: WHY WERE THE BROTHERS MISSING ACCOUNTING DOCUMENTS FOR JANUARY AND FEBRUARY?

ACCOUNTING & VOCATION TRIP SUMMARY

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28) ACCOUNTS: BRO. DAVID GAVE TO ME THE VOUCHERS AND THE REQUEST FOR FUNDS TO DELIVER TO TONY ARPAIA. APPARENTLY THE BROTHERS NEED ABOUT \$1330.00.

29) ACCOUNTS: BROTHERS HAVE NEW VOUCHER FORMS PRINTED UP IN NUMERICAL SEQUENCE. EXCELLENT! THESE ARE FILLED OUT IN TRIPLICATE.

30) FOOD: DON MENTIONED CONCERN THAT HE HAS NEVER ORGANIZED A MENU BEFORE. THE BROTHERS ARE NOT PLANNING THEIR MEALS (OR ANYTHING ELSE FOR THAT MATTER) IN ADVANCE. THEY ARE LIVING VERY MUCH FROM HAND TO MOUTH. THERE IS NO WEEKLY MENU, AND THIS CAUSES SHOPPING PROBLEMS.

31) FOOD: THEY HAVE A GOOD SUPPLY OF MEAT IN THEIR FREEZER WHICH IS A GOOD SIGN.

32) FOOD: BROTHER DON SEEMED SOMEWHAT DEPRESSED ON SATURDAY AFTER PREPARING THE LUCH FOR THE OTHERS. THERE WAS NOT ENOUGH FOOD TO GO AROUND AND THERE WAS NONE LEFT FOR HIM. THIS IS WHEN HE COMPLAINED OF A STOMACH AILMENT.

33) COMMENT: BROTHER PATRICK WAS JUST MEMORIZING ONE OF THE PSALMS IN SPANISH. BRO PATRICK READS SPANISH VERY CLEARLY IN THE CHAPEL. HIS PROGRESS IN SPANISH IS AMAZING.

ACCOUNTING & VOCATION TRIP SUMMARY

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34) COMMENT: FR. CARPENTER MENTIONED THAT WHEN HE SPEAKS ENGLISH TO THE AMERICANS THE SPANISH SPEAKING BROTHERS DRIFT OFF TO SLEEP OR APPEAR NOTICEABLY BORED.

35) COMMENT: BEFORE PICKING UP ALEX AT THE AIRPORT IN OBREGON WE STOPPED FIRST IN NAVAJOA FOR SOME SILVERWARE FOR THE MONASTERY. DAVID PICKED THE VERY CHEAPEST SILVERWARE, WHICH THE OTHER BROTHERS LATER COMPLAINED ABOUT BECAUSE IT WAS NOT COATED AND LATER IT WOULD RUST. ON ARRIVING IN OBREGON TO SEE THE BISHOP, WHO WAS NOT IN. WE FOUND FR. DURAZO AND THE ELDERLY SPANISH PRIEST, BRO MARCO WHO ACCOMPANIED BRO DAVID AND MYSELF JUMPED OUT OF THE CAR TO GREET FR. DURAZO.

36) COMMENT: FR. DURAZO APPARENTLY IS THE RIGHT HAND MAN OF THE BISHOP, HEAD OF THE CHARISMATIC RENEWAL FOR THE DIOCESE, HEAD OF THE MARRIAGE TRIBUNAL, AND VERY POWERFUL IN THE LOCAL CHANCELLORY OFFICE. HE IS A NATIVE OF THE DIOCESE, UNLIKE THE BISHOP. HE HAS A LARGE STATURE AND IS VERY IMPOSING. FR. DURAZO HAD RECEIVED THE TELEGRAM I SENT TO THE BISHOP, WHICH WOULD INDICATE THAT HE HANDLES THE CORRESPONDENCE FOR THE BISHOP.

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37) COMMENT: LEFT WITH FR. CHARLES THE 4 PAGE LIST OF DONORS THAT ALEX AND I MADE OUT LATE MONDAY NIGHT BEFORE MY TRIP.

39) COMMENT: FR. CARPENTER RECEIVED A \$ 200.00 CHECK FROM JOE VORNDRAN WHICH WAS IN HONOR OF THE GOLDEN JUBILEE OF FR. ALOYSIUS. FR. CARPENTER ASKED VORNDRAN FOR COPIES OF THE EARLY NEWSLETTER PUBLISHED WHEN THE AMERICANS FIRST ARRIVED IN FATIMA. VORNDRAN REPLIED THAT HE WAS NOT A DIRECTOR AT THAT TIME, THAT KEVIN MANION WAS.

40) COMMENT: THE TWO WATCH DOGS ARE VERY FEROCIOUS, SO MUCH SO THAT ONE DOESN'T EVEN FEEL SAFE WHEN THEY ARE TIED UP. FIRST ONE BARKS AND THEN THE OTHER DOES. THE MALE DOG IS VERY MEAN, AND HE WENT INTO A FIT EVERY TIME HE SAW ME. THOUGH HE IS FRIENDLY TO THE BROTHERS WHO FEED HIM.

41) COMMENT: YESTERDAY WE WANTED TO SAY THE ROSARY SO BROS GREGORY, DAVID, AND I BROKE FROM THE ROUTINE OF THE ACCOUNTS AND SAID THE ROSARY IN THE GROVE. THE DOGS WERE VERY MILD MANNERED WHEN WE ENTERED RECITING THE ROSARY. THEN WHEN WE HAD ALMOST FINISHED AND WERE WALKING BACK CLOSE TO THE DOGS. SUDDENLY THEY BECAME VICIOUS AGAIN. IT

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WAS HERE THAT BROTHER GREGORY REMINDED ME THAT I HAD STOPPED SAYING THE ROSARY. SO IT WAS REMARKABLE THAT THE FIRST TIME THE DOG WAS SO GENTLE WHILE WE WERE PRAYING, AND LATER WHEN I STOPPED EVEN FOR A MINUTE, THE DOG BECAME VICIOUS. AT WHICH POINT I THOUGHT OF HOW ST. PETER SANK INTO THE WATER WHEN HE REALIZED HE HAD BEEN STANDING ON IT.

42) HIRED HELP: BROTHER DAVID NOTIFIED THE TWO WORKING WHO WANTED TO BE WORK AN EXTRA HALF DAY THAT THEY WERE NOT NEEDED. THEY WANTED TO WORK A FULL WEEK BECAUSE IT RAINED ON MONDAY AND THEY COULDN'T WORK.

43) WORK: IT SEEMS LIKE THE COMMUNITY IS NOT WORKING TOGETHER IN HARMONY WITH THEIR VARIOUS ACTIVITIES BEING SYNTHESIZED. TAKING THE EXAMPLE OF THE WHEELS OF A CLOCK TURNING TOGETHER TO MAKE THE CLOCK RUN WELL. INSTEAD IT SEEMS LIKE EACH BROTHER IS OFF ON HIS OWN PROJECT. BRO BILL JUST GOES OFF AND DOES THE WORK HE SEES IS NEEDED, AND NO ONE REALLY CHECKS ON WHAT HE OR THE OTHERS ARE DOING. BRO. ISMAEL IS ALWAYS SWEEPING THE SAME CEMENT IN FRONT OF THE REFECTORY, AND EVEN BRO. GREGORY DOESN'T SEE THAT IT IS DIRTY. THEN THERE WAS THE CASE OF THE TWO LOAFERS. WHO WAS

ACCOUNTING & VOCATION TRIP SUMMARY

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WATCHING THEM OR MONITORING THEM I DON'T KNOW. BRO BILL HIRED THEM, BUT HE WAS BUSY DOING THE OTHER WORK. THOUGH THEY DO AN EXCELLENT JOB OF MASONRY.

44) ACCOUNTS: BROTHER GREGORY MENTIONED THAT WHEN THE BROTHERS HAVE A NEED FOR MONEY, THEY ALWAYS HAVE A NEED "RIGHT NOW". THE BROTHERS COME IN, THEY KNOW WHERE THE PETTY CASH IS KEPT IN THE DRAWER, AND THEY REACH RIGHT IN AND SAY "GIVE ME SOME MONEY!" THEY DON'T WANT TO BE BOTHERED WITH THE VOUCHERS OR THE PETTY CASH SLIPS. AGAIN, THERE DOESN'T SEEM TO BE VERY MUCH HARMONY HERE.

45) VICAR: FOR THESES REASONS WE SAW THE NEED OF A VICAR.

46) VICAR: FR. CHARLES IS ALWAYS BEING INTERRUPTED BY THE BROTHERS BECAUSE OF THE IMMEDIATE NEEDS OF THE COMMUNITY. AN EXAMPLE IS WHEN BROTHER DON KNOCKED AT FR. CARPENTER'S DOOR INQUIRING ABOUT THE WOMEN WHO WANTED TO SHOW THE BROTHERS HOW TO MAKE TAMALES. NOT FIVE MINUTES LATER WHEN BRO. DON RETURNED FOR SOME OTHER REASON. AGAIN HERE IS WHERE A VICAR WOULD HELP.

48) HIRED HELP: ONE OF THE REASONS WHY THE

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BROTHERS CLAIM THEY NEED RAMON THE GARDENER IS THAT THE BISHOP WILL INVITE ALL THE BROTHERS FOR A FUNCTION AND THEY NEED SOMEONE TO WATER THE TREES. ANOTHER REASON IS THAT HE WORKS 8 HOURS A DAY WHILE THE BROTHER ONLY WORK 3. QUESTION: COULDN'T THE BROTHERS WHO NOW TOTAL 12 TAKE ON THIS RESPONSIBILITY?

49) COMMENT: WE WERE SURPRISED TO FIND OUT THAT IT WAS NOT THE BROTHERS WHO REMOVED OR REPLACED THE VASES. IT WAS THE HIRED LABORERS. THEY DID AN EXCELLENT JOB.

50) HIRED HELP: BRO GREGORY WAS SURPRISED THAT THE TWO LABORS WERE BEING PAID 3 AND 2 TIMES THE PAY THAT RAMON THE GARDENER RECEIVES. THE RATIONALE FOR PAYING THEM SO MUCH IS THAT THEY WERE PROFESSIONALS. THERE IS A HIGH AMOUNT OF UNEMPLOYMENT IN ALAMOS AND SOME WOULD BE HAPPY JUST TO HAVE A JOB FOR HALF THE AMOUNT.

51) HIRED HELP: THE BROTHER HIRED THESE EXTRAS BY THE HOUR INSTEAD OF BY THE JOB. IN THIS CASE AFTER THE VASES WERE REPLACED BROTHER BILL THOUGHT IT WOULD BE GOOD TO HAVE THEM DO SOME PATCH WORK ON THE ROOF. LATER BRO. BILL SAID HE COULD DO THE SAME WORK AS THEY BUT HE THOUGHT THEY COULD

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DO A BETTER JOB.

52) HIRED HELP: RAMON IS SUPPOSED TO HELP WITH THE MAINTANENCE BUT HE IS NOT PROFESSIONAL SO THEY MUST HIRE OUTSIDE LABORERS. AGAIN WHY KEEP RAMON?

53) COMMENT: BOURS FAMILY IS ONE OF THE MOST POWERFUL IN ALL OF MEXICO. THEY OWN THE LARGEST CHICKEN RANCHES THROUGHOUT THE WHOLE COUNTRY.

54) SPIRITUALITY: BRO DON ASKED WHAT WE ARE SUPPOSED TO BE DOING, WHAT KIND OF A CONGREGATION WE ARE SUPPOSED TO BE.

55) VOCATIONS: I SAW NO GUARDIAN ANGELS TO ASSIST THE NEW VOCATIONS IN MY THREE DAYS IN ALAMOS.

56) COMMENT: BRO BILL ASKED ABOUT HIS PELLET GUN BECAUSE THEY LOSE 1000'S OF ORANGES TO THE BIRDS.

57) COMMENT: POSSIBLY THE KITCHEN WORK IS TOO MUCH FOR BROTHER DON. ALSO BRO DON IS AFRAID HE DOES NOT KNOW ENOUGH SPANISH TO ENTER THE SEMINARY THIS YEAR IN GUADALAJARA.

58) BOARD OF DIRECTORS: THE BANK IS SEVERAL MONTHS BEHIND ON THEIR RENT PAYMENTS FOR THE WAREHOUSE RENTAL ON

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THE PROPERTY. NELITA BOURS IS SUPPOSED TO BE HANDELING THIS FOR US BUT THE BANK DOESN'T HAVE THE MONEY!!!?? THE BANK PAYS NELITA AND SHE PAYS FR. CHARLES. FR. ALOYSIUS HAD WANTED THE WAREHOUSE VACANT FOR OVER A YEAR.

59) B OF D: BRO BILL AND FR. CHARLES BOTH CONCERNED ABOUT THE NEW OWNERS OF THE BRICK FACTORY IN FRONT OF THE MONASTER WHO HAVE NO INTENTION OF MOVING. THERE ARE ALSO POUCHERS LIVING IN THE BRICK YARD. BRO BILL WANTED TO TAKE A SLUDGE HAMMER TO THE BRICK FACTORY.

60) VOCATIONS: TWO YOUNG VOCATION PROSPECTS INVITED BY MARCO VISITED US FOR THE HOLY HOUR.

ACCOUNTING & VOCATION TRIP SUMMARY

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64) ACCOUNTING: ALEX RECOMMENDS THAT BRO DAVID CHECK BRO GREGORY'S WORK, BECAUSE OTHERWISE HE TENDS TO PROCRASTINATE OR NOT DOCUMENT TRANSACTIONS RIGHT AWAY.

65) ACCOUNTING: IT IS THE RESPONSIBILITY OF THE VICAR TO MAKE SURE THAT THE PROPER ACCOUNTING PROCEDURES ARE IMPLEMENTED.

68) ACCOUNTING: REGARDING THE ACCOUNTING, THERE IS NEGLIGENCE IN TIMELY PROCESSING OF BOOKKEEPING ENTRIES. THE BROTHERS HAVE AN AVERAGE OF BETWEEN 1 TO 2 FINANCIAL TRANSACTIONS EVERY DAY OR ONLY ABOUT 60 A MONTH. IT TAKES TWO BROTHERS TO HANDLE THESE 1 TO 2 TRANSACTIONS. MONEY FROM THE DIRECTORS IS SENT DOWN BEFORE REQUEST FOR FUNDS SUBSTANTIATED BY NUMBERED VOUCHERS -- THIS CONTRIBUTES TO THE GENERAL ATTITUDE OF LACK OF NECESSITY OF TIMELY COMLETION OF BOOKKEEPING TRANSACTIONS. REPLINISHMENT OF FUNDS FROM DIRECTORS SHOULD NOT BE MADE UNTIL REQUEST FOR FUNDS WITH VOUCHER SUBSTANTIATION IS COMPLETED.

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AN HISTORICAL RATIONAL SHOULD BE MADE WITH THE BACKGROUND OF THE BOOKKEEPING SYSTEM.

THERE ARE TOO MANY HANDS IN THE FINANCIAL COFFERS.

THERE IS LACK OF PLANNING FOR EXPENDITURES. EVERY NEED IS IMMEDIATE.

69) ACCOUNTING: RECOMMENDATIONS:

- A. PRIORITY LISTS ON THE PART OF ALL BROTHERS.
- B. CREATION OF THE POSITION OF VICAR WHO WILL FILTER REQUESTS FOR FUNDS AND SUBORDINATE PRIORITIES TO THE COMMON GOOD.
- C. PROMPT IMPLEMENTATION OF A BUDGET.
- D. ADEQUATE CONTROL BY THE BOARD OF DIRECTOS FOR ALL EXTRAORDINARY EXPENSES.
- E. THE ACKNOWLEDGEMENT BY THE BOARD OF DIRECTORS OF THE LACK OF EXPERTISE AND PRACTICAL BUSINESS KNOWLEDGE OF THE BROTHERS.
- F. THE REQUIREMENT THAT ALL EXTRAORDINARY EXPENDITURES BE PUT IN WRITING AND THEN DULY APPROVED BY THE BOARD OF DIRECTORS.
- G. EXAMPLE: RECENT TRIP TO GUDALAJARA WHERE 20

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CRUCIFIXES WERE PURCHASED AT THE PRICE OF 1. THE BROTHERS FAILED TO ACCOUNT FOR THE EXPENDITURES OF THEIR TRIP, WERE LATE IN DOING SO, AND AS A RESULT, TENDED TO LEAVE FOR THE INDEFINITE FUTURE WHAT SHOULD HAVE BEEN COMPLETED IN A TIMELY FASHION.

H. VOUCHERS MISSING COULD NOT BE LOCATED.

I. RECOMMENDATION THAT BROTHERS BUY A TAPE CALCULATOR INSTEAD OF PORTABLE. RECOMMEND THAT MONASTERY ALLOCATE FUNDS FOR PURCHASE OF DESK CALCULATOR.

J. IN MANY CASES MONEY LEFT LYING AROUND IN DIFFERENT LOCATIONS OUT IN THE OPEN, ALL THE BROTHERS HAVE FREE ACCESS TO THIS MONEY, EG. MANGO MONEY. THE BROTHER WHO CARELESSLY AND NEGLIGENTLY FAILED TO FILL OUT A PETTY CASH SLIP FOR A SIMPLE EXPENDITURE INSTEAD TOOK MONEY FROM SO CALLED "MANGO MONEY". RECOMMENDATION THAT ALL MONEYS BE KEPT IN ONE AREA, AND CLOSELY GUARDED BY BROTHER IN CHARGE OF THE PURSE.

K. MONEY NOT TRANSFERED TO SAVINGS ACCOUNT AT THE BANK IN TIMELY FASHION, BUT LEFT TO ACCUMULATE IN A HODGE PODGE FASHION. RECOMMENDATION THAT MONEY NOT BE LEFT

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IN PILES WITH WRITING SCRIBBLED ON A SLIP OF PAPER AS TO THE SOURCE.

L. RECOMMENDATION THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION AND THEN IMPLEMENT THE RESOLUTION REGARDING PROPER FISCAL CONTROL. HISTORICAL RATIONALE SHOULD BE INDICATED ON SUCH RESOLUTION.

M. IN REGARD TO THE BROTHER WHO WENT TO THE MANGO MONEY WITHOUT FILLING OUT A PETTY CASH SLIP FIRST, THE REASON THE BROTHER DID THIS DEMONSTRATES HOW THE WHOLE COMMUNITY OPERATES FROM AN ECONOMIC POINT OF VIEW. WE HAVE AN IMMEDIATE NEED FOR CASH NOW & WE CANNOT BE BOTHERED WITH THE 2 OR 3 MINUTES REQUIRED TO LOG IN THE DATE THE PURPOSE AND THE AMOUNT. WE WANT THE MONEY NOW. IS THE OVERALL REASON A LACK (ESPECIALLY FOR THE AMERICANS) OF A SPIRIT OF POVERTY STEWARDSHIP AND ACCOUNTABILITY?

72) ACCOUNTING: A STANDARD OPERATING PROCEDURE FOR THE BOOKKEEPING DEPARTMENT. IT WOULD INCLUDE A LIST OF DEFINITIONS AND A LIST OF HOW THE VARIOUS JOURNALS ARE RELATED TO EACH OTHER, AND THEN A STEP BY STEP DESCRIPTION OF THE BOOKKEEPING SYSTEM. THIS SHOULD BE DONE BY ALEX.

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73) ACCOUNTING: THE TWO BROTHERS PRESENTLY INVOLVED IN BOOKKEEPING ARE THE TWO BROTHERS WHO ARE GOING TO GUADALAJARA IN THE SUMMER. THEY SHOULD BE TEACHING THESE THINGS TO A THRID BROTHER WHO WILL BE STAYING IN THE COMING YEAR. IT HAS TAKEN BROTHER GREGORY SEVERAL MONTHS AND HE STILL DOES NOT FULLY UNDERSTAND THE SYSTEM. HOW WILL THE NEW BROTHER BE ABLE TO TAKE OVER THESE DUTIES ONCE BRO DAVID AND GREGORY ARE IN THE SEMINARY? THEY ONLY HAVE ABOUT 1 TO 2 TRANSACTIONS A DAY.

74) ACCOUNTING: THERE WERE SOME CASES WHERE VOUCHER ESTIMATES WERE NOT REASONABLE AND THE ACTUAL EXPENDITURES WERE MANY TIMES THE ESTIMATE. ESTIMATES SHOULD ALWAYS BE SOMEWHAT EXACT. EG. OF THE VOUCHER FOR PAINT, THE ESTIMATE WAS ABOUT 500 PESOS AND THE ACTUAL EXPENDITURE WAS 3800 PESOS. THIS DEMONSTRATES LACK OF PLANNING AND RESPONSIBILITY. WHO'S IN CHARGE HERE?

75) ACCOUNTING: BRO GREGORY BROUGHT UP THE FACT THAT AT HOME HIS OWN MOTHER PLANS A WEEKLY BUDGET AND STICKS TO IT. ANYTIME A BROTHER GOES SHOPPING HE SHOULD HAVE A LIST OF THE NEEDED ITEMS APPROVED AHEAD OF TIME BY THE VICAR.

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MARCH 31, 1988 -- CON'T

OTHER EXPENDITURES SHOULD NOT BE ALLOWED. THIS WILL FOSTER BUDGETARY PLANNING. IT'S OBVIOUS THAT THERE IS A NEED FOR PROPER BUDGETARY PLANNING. THIS IS MOST ELEMENTARY.

76) ACCOUNTING: ANOTHER PROBLEM AREA -- WHEN PETTY CASH MONEY IS MISUSED. THE VOUCHERS SHOW THAT THE PETTY CASH FUND IS OFTEN TIMES THE LARGEST OF ORDINARY EXPENDITURES. THERE IS SOME ABUSE HERE. THE PETTY CASH FUND IS NOT SUPPOSED TO BE A LARGE EXPENDITURE ITEM. IN EFFECT, THE PETTY CASH FUND IS "NICKEL AND DIMING" THE FISCAL CONTROL TO DEATH. THIS FUND SHOULD BE SMALL, NOT A CATCH ALL ACCOUNT.

77) ACCOUNTING: ALL AUTOMOBILE GASOLINE EXPENDITURES SHOULD BE SUBSTANTIATED WITH A CASH RECEIPT. THE BROTHERS SHOULD DEMAND A RECEIPT FOR PAYMENT BEFORE THEY PAY THE ATTENDANT. THIS IS A SIMPLE PROCEDURE, BUT IT TAKES DISCIPLINE.

78) ACCOUNTING: IN FACT, WHENEVER MONEY IS SPENT THE BROTHER MAKING PAYMENT CAN INSIST ON A CASH RECEIPT BEFORE MONEY IS TENDERED. THIS IS A STANDARD BUSINESS PRACTICE.

COMMENTS BY FR. ALOYSIUS
ON ACCOUNTING TRIP

1) REGARDING SIGNING AUTHORITY -- FR. ALOYSIUS SAYS THERE SHOULD BE ONLY TWO BROTHERS WITH SIGNING AUTHORITY. ONLY TWO OF TWO SIGNATURES. THIS WAY IT IS SAFER. FR. GIVES THE EXAMPLE OF A JESUIT BROTHER IN EL PASO TEXAS WHO HAD SIGNING AUTHORITY. THIS BROTHER ONE DAY TOOK ALL THE MONEY AND LEFT. TWO SIGNATURES THEREFORE ARE REQUIRED TO AVOID ANY SURPRISES. SUPPOSE A BROTHER HAS A TEMPTATION? THIS WAY IT IS SAFER.

2) FOR THE TIME BEING THE SIGNING AUTHORITY SHOULD BE THE VICAR AND THE ECONOMO. NOT THAT WE MISTRUST ANY, BUT WE MUST KNOW HUMAN NATURE. THERE IS ANOTHER EXAMPLE OF A RECTOR IN HAVANA WHO LEFT AND TOOK ALL THE MONEY WITH HIM.

3) ACCOUNTING RECORDS FOR TRIP TO GUADALAJARAS STILL NOT COMPLETED 3 WEEKS AFTER TRIP.

4) REFERENCE PT. # 7 (ABOVE) COMPOSE A LIST TAKING IT FROM WHAT IS REQUIRED FROM THE OTHER RELIGIOUS ORDERS.

5) WORKERS. NOW THAT THEY HAVE ENOUGH MEMBERS TO HELP WITH THE WORK, THEY CAN NOW HELP THEMSELVES. EG. BRO. JOHN COULD DO GARDENING INSTEAD OF PAINTING.

6) EG. FUTTERER COULD BE TRAINED TO TAKE CARE OF THE GARDENS. BUT HE SHOULD BE TRAINED. WE DONT WANT ANY

COMMENTS BY FR. ALOYSIUS

ON ACCOUNTING TRIP

MISTAKES. PERHAPS OUR GARDENER, RAMON COULD GIVE A FEW LESSONS WHILE 2 OR 3 OF THE BROTHERS ARE WATCHING HIM. ALL THE BROTHERS SHOULD KNOW A LITTLE BIT ABOUT GARDENING. THIS IS GOOD FOR THEM. IN FACT EACH DURING THE NOVICIATE WAS REQUIRED TO DO SOME GARDENING. BUT BECAUSE OF LACK OF TRAINING SOME MADE MISTAKES, CUT PLANTS ETC., THAT CAN STILL BE SEEN TO THIS DAY. IN SUMMARY, A FEW LESSONS SHOULD BE GIVEN BY A GOOD GARDENER.

7) REGARDING HEALTH QUESTIONS, THESE SHOULD BE RESOLVED WITH THE SOLUTION OF THE SESS POOL PROBLEM.

8) MAKE SURE THE BROTHERS KNOW THE PROPER PRONOUNCIATION AND SPELLING OF BOTH PHRASES IN LATIN FOR THE "DEO GRATIAS ET MARIAE".

9) REGARDING THE DEVIL PLAYING TRICKS WITH THE ACCOUNTING RECORDS, FR. ALOYSIUS RESPONSE WAS "THAT CAN HAPPEN TOO!!" THIS SHOULD NOT BE SURPRISING.

10) REGARDING THE FOOD PREPARATION AND THE MENU. THEY SHOULD HAVE THE PROPER ICE BOX, THE SIZE OF THE CLARETIANS, TO SAVE THEIR FOOD. WHEN FR. ALOYSIUS HEARD OF THE SIZE OF THE FREEZER HE STATED IT WAS TOO SMALL. EVENTUALLY THEY WILL NEED A FREEZER THE SIZE OF THAT IN THE PROVINCIAL HOUSE.

COMMENTS BY FR. ALOYSIUS

ON ACCOUNTING TRIP

11) BRO DON OR THE OTHERS SHOULD NOT BE WORRIED ABOUT LEARNING SPANISH. HE WILL LEARN IT FAST IN THE SEMINARY.

12) THE FACT THAT BRO PATRICK IS MEMORIZING THE PSALMS IN SPANISH SHOWS THAT HE HAS THE CAPABILITY.

13) REGARDING WHEN THE SPANISH SPEAKING BROTHERS APPEAR NOTICABLY BOARED AND FALL ASLEEP WHEN FR. CHARLES SPEAKS ENGLISH, FR. ALOYSIUS STATED: THAT'S EXPLAINABLE, HE (FR. CARPENTER) HAS TO DO THAT (TALK AT TIMES IN ENGLISH).

14) WHEN ONE BUYS TOO CHEAP HE BUYS TWICE (A SPANISH SAYING) REGARDING THE PURCHASE OF CHEAP SILVERWARE BY BROTHER DAVID.

15) FR. DURAZO MIGHT BE A BISHOP ONE DAY.

16) WHEN HE HEARD THAT THE WATCH DOGS WERE VERY FEROCIOUS FR. ALOYSIUS EXCLAIMED, "IT GOOD THAT THE PEOPLE DON'T GO TO THE GARDENS TO STEAL!"

17) REFERENCE BRO GREGORIO'S COMMENTS DURING THE ROSARY, "GREG IS SO CANDID. "

18) FR. CHARLES SHOULD ASK THE BROTHERS QUESTIONS REGARDING THE CONFERENCES. HE SHOULD TELL THEM THAT HE IS GOING TO ASK QUESTIONS DURING THE CONFERENCES TO SEE IF THE BROTHERS UNDERSTAND. HE WILL ASK THEM WHAT HE JUST EXPLAINED.

COMMENTS BY FR. ALOYSIUS

ON ACCOUNTING TRIP

19) REGARDING THE QUESTION OF BRO DON, "WHAT ARE WE SUPPOSED TO BE DOING, AND WHAT KIND OF A CONGREGATION ARE WE SUPPOSED TO BE?" FR. ALOYSIUS RESPONDED, "READ THE CONSTITUTIONS, STUDY THE CONSTITUTIONS, LIVE THE CONSTITUTIONS. ALSO BE OTHER ST. JOHN THE EVANGELISTS!"

20) REGARDING BRO BILL AND HIS PELLET GUN, REFER THESE TYPE OF QUESTIONS TO THE BISHOP. THE BISHOP SHOULD BE CONSULTED, WHAT DOES THE BISHOP THINK.

21) REGARDING THE BRICK FACTORY AND THE WAREHOUSE BEING RENTED TO THE BANK, ALWAYS TO REFER THESE TYPES OF QUESTIONS REGARDING THE PROPERTY TO THE BOARD OF DIRECTORS.

22) ON THE COMMENT THAT DURING WORK PERIODS, NO ONE SEEMS TO BE COORDINATING OR SUPERVISING THE WORK, FR. ALOYSIUS STATED THAT THE VICAR SHOULD WATCH THE WORK OF ALL, HE SHOULD GO FROM PLACE TO PLACE.

23) THIS SUMMARY SHOULD BE SENT TO FR. CHARLES TO READ TO THE BROTHERS.

24) FOR THESE REASONS THERE IS NEED OF A VICAR "REPRESENTING THE SUPERIOR, AND WITH HIS POWERS TO DIRECT."

22) FR. ALOYSIUS LAUGHED WHEN HE HEARD HOW SOME OF THE GOOD WOMEN IN THE TOWN CAME IN TO SHOW THE BROTHERS HOW TO MAKE TAMALES.

COMMENTS BY FR. ALOYSIUS
ON ACCOUNTING TRIP

23) TWO HUSKY BROTHERS COULD TAKE THE PLACE OF THE GARDENER.

24) IT IS SOMETHING WONDERFUL THAT THE WORKERS HAVE DONE SUCH A GOOD JOB IN REPLACING THE VASES. THESE WORKERS SHOULD BE CONSIDERED AGAIN. THEY CAN ABUSE, BUT THEY KNOW HOW TO DO THE WORK.

25) IN ORDER THAT SOMEONE BE IN GUADALAJARA TO WATCH THE SCHOLASTICS, THE BISHOP CAN DISPENSE FERNANDO FROM THE NOVITIATE. ALSO, EVEN IF IN ALAMOS, FERNANDO COULD GO FOR A PERIOD OF TIME (15 DAYS AT A TIME, FOR INSTANCE) TO CHECK ON THE HOUSE OF STUDIES. ONE WHO HAS MADE THE NOVITIATE BEFORE CAN BE DISPENSED FROM MAKING HIS NOVITIATE. HE CAN BE DISPENSED BY THE BISHOP. ESPECIALLY SINCE FERNANDO TOOK THE COMPLETE NOVITIATE, INCLUDING 4 YEARS.

26) HE CAN DISPENSE THE NOVITIATE ALTOGETHER AS HE DID FOR FR. CHARLES.

27) AT LEAST 20 EACH YEAR FOR THE NOVITIATE.

28) FR. CHARLES IS THE MODERATOR FOR SPIRITUAL MATTERS, WHILE THE VICAR TAKE CARE OF THE MATERIAL MATTERS. THIS WAY FR. CHARLES WILL BE ABLE TO GIVE HIMSELF FOR SPIRITUAL MATTERS.

29) WE ARE AT PRESENT ONE OF THE MOST BLESSED

COMMENTS BY FR. ALOYSIUS

ON ACCOUNTING TRIP

CONGREGATIONS WITH OUR VOCATIONS. COUNT ON 20 THIS SUMMER.

30) YOU NEED A BIG, BIG PLACE IN GUADALAJARA. FERNANDO CAN ORGANIZE ALL OF THIS. YOU WILL GET MANY VOCATIONS THERE.

31) THIS GIVES ME IMMENSE, UNTOLD CONSOLATION. WE WANT TWO BIG PLACES. ONE IN ALAMOS, ONE IN GUADALAJARA. THEY MIGHT HAVE THERE SOME DISCARDED CONVENTS. THE BOYS SHOULD PRAY FOR THIS. THE BISHOP WILL LIKE THIS. "I NEED YOUR HELP BISHOP, AND YOUR INFLUENCE FOR THE OWNER OF THE CONVENT THAT YOU WILL HELP ME TO FIND."

32) RAFAEL COB GARCIA -- WRITTEN TO BY FR. CHARLES AND THE BISHOP. WE WILL BE PRAYING FOR HIM.

33) THE FOUNDER LOOKS AT THE FUTURE NOT AT THE PRESENT DAYS. IT WILL HOLD 70 TO 100 BOYS!! THOUGH I ALWAYS WANT THAT ALAMOS IS THE MOTHER HOUSE AND THE NOVICIATE.

DIRECTIVES FROM FR. ALOYSIUS ELLACURIA

APRIL 13, 1980

- 1) NATURALLY THEY CONTINUE WITH THEIR BAD HABITS.
- 2) VICAR IS ENTITLED TO GIVE CONFERENCES.
- 3) THIS IS THE SAME WAY THAT YOU HAVE THINGS BEFORE.
- 4) VICAR TO INSPECT AND CHECK THE ROOMS, THE TOILETS AND BATHROOMS. THE BOYS WILL BE SO MUCH HAPPIER. SOME OF THE BROTHERS ARE FROM THE HIGHER CLASSES. THE OTHERS WHO ARE FROM THE POOR WILL ALSO BE HAPPIER. THEY NEED TRAINING. THEY MUST NOT BE THIS WAY IN THE SEMINARY.
- 5) FR. ALOYSIUS REBUILT THE NOVICIATE. THEY STRIPPED ALL THE PEWS, THEY REVARNISHED THEM, THEY REPAINTED THEM. IT WAS AN OLD PLACE ALL FULL OF TERMITES. THEY ALSO PLANTED A GARDEN. FR. ALOYSIUS ALSO DID THE SAME IN THE SCHOLASTICATE.
- 6) THEY CAN ALL DO GARDENING. BROTHER GREGORY WANTS TO MAKE THE PATIO A SHOW CASE.
- 7) MANY OF THE PROBLEMS IN THE RELIGIOUS TODAY IS THE UPBRINGING IN THEIR HOMES.
- 8) FR. CHARLES SAID IT
- 9) OUR FOUNDER, FR. CLARET, USE TO SAY , WHEN HE WAS

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THE SUPERVISOR IN THE FACTORY, THIS WILL BE PERFECT WHEN THINGS ARE THIS WAY. BE VERY CONSTRUCTIVE, IN A NICE WAY.

10) CLEANLINESS IS IMPORTANT FOR THE HEALTH TOO. THE LACK OF HYGIENE, THIS TYPIC, LACK IN FECAL MATTERS, AND GOOD DISINFECTANTS. DON'T WORRY ABOUT THE MONEY FOR THIS TYPE OF EXPENSE.

11) ONE OF OUR BENEFACTORS WHO HAS CANCER WE HOPE TO GET ANOTHER BIG PLACE WITH A GARDEN AND ALL. THEN ALAMOS CAN BE THE NOVICIATE, AND GUADALAJARA CAN BE THE SCHOLASTICATE. WE MIGHT GET THERE SOME OLD CONVENT, WHICH WILL ALSO NEED TO BE FIXED UP.

11) THE PLACE MUST BE ATTRACTIVE, INVITING, RELIGIOUS SO TO GET VOCATIONS.

12) IF IT IS NECESSARY DO THE SAME IN GUADALAJARA. VISIT THE HOUSE THERE AND MAKE SURE IT IS CLEAN.

14) THEY DON'T NEED A GARDENER, THEY ALL CAN DO THEIR SHARE OF GARDENING. BUT THEY NEED PROPER TRAINING. THEY SHOULD NOT MAKE MISTAKES. DON'T START CUTTING ANYTHING UNTIL YOU TELL BE BEFORE HAND.

15) LOCAL CLEANING AND GARDENING EVERY DAY.

DIRECTIVES FROM FR. ALOYSIUS ELLACURIA

APRIL 13, 1980

16) ONLY EXCUSE THOSE WHO DO OTHER PRACTICE THINGS LIKE MECHANICAL WORK, LIKE BRO JIM MCMAHAN.

17) THE BROTHERS WILL BE SO HAPPY WITH THIS TYPE OF SCHEDULE.

18) SUNDAY THE LORD'S DAY, THIS SHOULD BE THE DAY FOR APOSTOLIC MINISTRY.

19) CATECHISMS EVEN OUR OWN BROTHERS

20) JOHN CARROLL, JIM MCMAHAN, BRO PATRICK AND THE OTHERS NEED PROPER CATECHETICAL TRAINING BEFORE THEY DO APOSTOLATE.

21) NOW THE BROTHERS HAVE TO GROW UP FIRST, THEY CANNOT DO IT THE DAY AFTER THEY JOIN THE SEMINARY. THE BISHOP SHOULD KNOW THESE THINGS.

22) ORDINARY DAYS THE PEOPLE ARE IN THE FIELDS, THEY ARE WORKING, SO SUNDAYS ARE THE PROPER DAY FOR THE MINISTRY. EVEN IN THE UNITED STATES THE DAY FOR APOSTOLIC WORK IS ON SUNDAY.

23) ARRANGE THEIR WORK ACCORDING TO THEIR ABILITIES, ACCORDING TO THEIR DISPOSITIONS. THEY ALL DO GARDENING. GET SOME LESSONS ON HOW TO PRUNE THE TREES, SO AS NOT TO

DIRECTIVES FROM FR. ALOYSIUS ELLACURIA

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DESTROY THE TREES.

24) WINDOWS SHOULD HAVE THE PROPER SCREENS, AND THE DOORS.

25) THE VICAR'S JOB IS TO TRAIN THEM COMPLETELY.

26) FR. CHARLES NEEDS REST FROM THESE TYPE OF THINGS.

27) THESE CHANGES WILL HELP THEM

28) ST. IGNATIUS DID NOT ADMIT ANY TYPE OF PAINTING THAT ARE NOT JESUIT. HE DID NOT EVEN APPROVE EVEN ANY READINGS WHICH WERE NOT JESUIT.

29) THE CLARETIANS HAD A HOUSE IN GUADALAJARA AND EVENTUALLY THE CLARETIANS WILL BE VISITING IN THE FUTURE SO BE VERY CAREFUL.

30) PADRE PIO PICTURES ARE PROPER IN A CAPUCHIN CONGREGATION OR IN PLACES

31) ST. JOSEPH, ST. MICHAEL, ST. JOHN THE EVANGELIST ARE THE PATRONS.

32) FOR PRUDENCE, AND TO ESTABLISH OUR OWN IDENTITY NO PADRE PIO OR ST. ANTHONY CLARET PICTURES ON THE WALLS. REGARDING THESE PAINTINGS THIS COULD BE DANGEROUS IN GUADALAJARA.

DIRECTIVES FROM FR. ALOYSIUS ELLACURIA

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33) THINGS NOT FULLY APPROVED SHOULD HAVE NO PLACE IN OUR MONASTERY. OTHER PICTURES CAN MISLEAD, AND SHOULDN'T BE DISPLAYED ON WALLS. THOUGH THE BROTHERS CAN HAVE THEIR OWN PRIVATE DEVOTIONS. MORE IMPORTANT WOULD BE TO FOSTER THE IDENTITY TO THE M. A. P.

34) WHEN YOU FIND RESISTENCE.

35) THEY DON'T OWN THEIR ROOMS. DECOR AND PAINTINGS OF THE ROOM SHOULD BE ACCORDING TO THE FATHER FOUNDER NOT ACCORDING TO THEIR OWN WHIMS. THIS IS TO ESTABLISH THE TRUE CHARISM AND THE TRUE IDENTITY OF M. A. P. WE ARE TO FOCUS ON THE PATRON SAINTS. THEREFORE ALL ITEMS THAT GO INTO EACH INDIVIDUAL ROOM IS SUBJECT TO APPROVAL OF THE SUPERIOR THROUGH THE VICAR WHO INTERPRET THE MIND OF THE FOUNDER.

36) REGARDING ST. ANTHONY MARY CLARET IT MIGHT BRING CONFUSION. THEREFORE NOT TO BE DISPLAYED IN PUBLIC.

37) THESE THINGS HAPPEN IN THE BEGINNING OF A FOUNDATION.

38) THIS WAY ALL THINGS ARE PUT IN ORDER.

39) WHEN THE HOUSE IN GUADLARAJA IS SET UP THERE SHOULD BE CONTINUITY IN THE FOUNDER'S THINKING REGARDING

DIRECTIVES FROM FR. ALOYSIUS ELLACURIA

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ALL MATTERS OF SPIRITUALITY AND DECOR, IE. THE WAY WE APPEAR, THE WAY WE KEEP OUR ROOMS, THE WAY THE ROOMS ARE DECORATED. CONSEQUENTLY, A VISITOR TO THE HOUSE IN GUADALAJARA WILL IMMEDIATELY RECOGNIZE THE SIMILARITY IN EVERY WAY TO THE ONE IN ALAMOS. THE WHOLE MOTIFF IS SIMILAR. THIS GOES FROM THE SPIRITUALITY TO THE WAY WE CONDUCT OURSELVES.

40) IF YOU DO NOT HAVE OBEDIENCE FOR THIS YOU ARE NOT QUALIFIED TO BE A RELIGIOUS.

41) IN RODRIGUEZ WE READ THAT ABOUT THE MONK WHO WAS ORDERED UNDER OBEDIENCE TO DO A CERTIN ACTION.

42) RENEW THE WHOLE ORCHARD.

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GOVERNMENT OF THE INSTITUTE

JUNE 30, 1980

(BY FR. ALOYSIUS ELLACURIA, C. M. F.)

- 1) THE VICAR IS APPOINTED BY THE FOUNDER.
- 2) THE TWO COUNSULTORS, THE ECONOMO, AND SECRETARY ARE DULY ELECTED BY THE GENERAL ASSEMBLY WHICH COMPRISES EVERYONE IN THE MONASTERY.
- 3) THE SUPERIOR, THE VICAR, THE 1ST AND 2ND COUNSULTOR, ECONOMO, AND THE SECRETARY CONSTITUTE THE LOCAL COUNCIL.
- 4) A GENERAL ASSEMBLY IS COMPOSED OF EVERY MEMBER OF THE MONASTERY.
- 5) THE SUPERIOR SHOULD CONVOKE THE GENERAL ASSEMBLY EVERY THREE (3) MONTHS.
- 6) THE TWO COUNSULTORS, THE SECRETARY, AND THE ECONOMO COULD BE RE-ELECTED OR CHANGED ACCORDING TO THE BALLOTS OF THE ASSEMBLY.
- 7) ONCE THE COUNCIL HAS BEEN ELECTED IT SHOULD MEET WEEKLY.
- 8) MEETING TOGETHER WITH THE SUPERIOR THE COUNCIL DISCUSSES, DELIBERATES, AND DECIDES ON THE PRESENT NEEDS OF PERSONS AND THINGS OF THE COMMUNITY AND SENDS A COPY OF ITS

Fr. Aloysius Ellacuria, C.M.F.

MANAHAN_1042

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GOVERNMENT OF THE INSTITUTE

JUNE 30, 1980

(BY FR. ALOYSIUS ELLACURIA, C. M. F.)

TRANSACTIONS AND RECOMMENDATIONS TO THE FATHER FOUNDER AND
TO EACH OF THE BOARD OF DIRECTORS.

9) THE FOUNDER TOGETHER WITH THE BOARD OF DIRECTORS
WILL MEET TOGETHER MONTHLY FOR REGULAR MEETINGS ABOVE ALL
TO EXAMINE AND STUDY THE DECISIONS OF THE LOCAL COUNCIL.

Father Aloysius Ellacuria C.M.F.

ARCHIVE

FEAST OF SS. PETER AND PAUL

SUNDAY JUNE 29, 1980

MISSIONARIES OF PERPETUAL ADORATION

MONASTERIO DE FATIMA

ALAMOS, SONORA

MY DEAR SONS IN THE MOST BLESSED SACRAMENT AND
THE IMMACULATE HEART OF MARY:

I HAVE THE PRIVILEGE TO WRITE TO YOU TODAY VIA
CESARIO RAMIREZ.

MAY I PRESENT TO YOU CESARIO RAMIREZ AS THE PERMANENT
VICAR TO REVEREND FATHER CHARLES CARPENTER, M. A. P.

THIS MEANS THAT CESARIO RAMARIZ IS NEXT IN AUTHORITY
TO FR. SUPERIOR. BROTHER CESARIO IS A MAN OF GREAT VIRTUE
AND OF GREAT INTELLECTUAL CAPACITY AS IS DEMONSTRATED BY
HIS POSITION AS SUPERVISOR OF 12 DEPUTIES WITH THE LOS
ANGELES COUNTY PROBATION DEPARTMENT WHERE HE HAS BEEN
WORKING FOR THE LAST 16 YEARS. HE IS GIVING UP A JOB OF
MORE THAN \$26,000.00 A YEAR BESIDES GIVING UP HIS HOUSE
WITH A SWIMMING POOL WORTH OVER \$ 85,000.00, AND HE IS
GIVING US HIS RIGHT FOR A PENSION WORTH \$ 34,000.00 PLUS

for the Chaplain's Attacune Out.F

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OTHER FRINGE BENEFITS.

HE THINKS ALL THIS IS NOTHING IN ORDER TO SERVE GOD AND LOVE GOD THOROUGHLY AS A RELIGIOUS, AS A PRIEST, AS A MISSIONARY, AS A PERPETUAL ADORER OF THE MOST BLESSED SACRAMENT AND PERPETUAL VENERATOR OF THE IMMACULATE HEART OF MARY. HE LEAVES EVERY CONVENIENCE HE HAS IN THE WORLD IN ORDER TO BE WITH YOU, MY DEAR SONS OF M. A. P.

TREAT HIM WELL, RECEIVE HIM MOST GRACIOUSLY AND OBEY HIM MOST FAITHFULLY. YOUR DOCILITY TO HIS DIRECTION WILL LEAD YOU TO THE HEIGHTS OF PERFECT RELIGIOUS DISCIPLINE. SEE ALWAYS GOD IN HIM AND OBEY HIS DIRECTIVE AS UTTERANCES OF THE DIVINE WORD.

MY DEAR SONS, I HAVE MY HEART WHICH HAS BLED FOR YOU WHEN YOU ARE SICK, MY HEART HAS BLED FOR YOU WHEN SOME OF YOU ARE NOT FOLLOWING GOD'S HOLY WILL TOO WELL OR ARE FOLLOWING GOD'S HOLY WILL IN A REBELLIOUS WAY. MY HEART IS SO SAD WHEN SOME OF YOU ARE THROWING THE PRECIOUS PEARLS OF GRACE TO THE SWINE.

FROM NOW ON, ALL OF YOU DO YOUR LEVEL BEST TO BE FAITHFUL TO YOUR VOCATION, PARTICULARLY THOSE OF YOU WHO HAVE BEEN LAGGING BEHIND IN THE PAST. YOU ARE IN MY MIND AND IN MY HEART AND IN ALL MY PRAYERS.

AT PRESENT I AM GOING THROUGH MOST EXCRUCIATING

In the presence of all sources. 2

MANAHAN_1045

PHYSICAL PAINS THAT I THINK ARE GOING TO ACCOMPANY ME TO MY GRAVE. HOW HAPPY I WILL FEEL IN ETERNITY IF THESE PAINS HAVE OBTAINED FOR YOU THE GRACES YOU NEEDED TO PERSERVE IN A WORTHY MANNER IN YOUR HOLY VOCATION.

YOUR LOVING FATHER IN THE MOST BLESSED SACRAMENT AND THE IMMACULATE HEART OF MARY,

Fr. Aloysius Ellacuria, C.M.F.
FR. ALOYSIUS ELLACURIA, C. M. F.